

Mansfield University Police Department
Doane Center 104
Mansfield, PA 16933
570-662-4900

August 1, 2008

Dear Student Organization Advisor:

Recent amendments to the *Clery Campus Security Act*, a federal law that requires colleges and universities to annually compile and publish crime statistics for their campuses, require that “campus security authorities” report crime statistics for inclusion in our Annual Security Report. The intent of including non-law enforcement personnel as campus security authorities is to acknowledge that many individuals, and students in particular, are sometimes more comfortable in reporting incidents to non-law enforcement campus-affiliated individuals. The function of a campus security authority is to report to campus police those allegations of *Clery Act* crimes that he or she concludes are made in good faith, and the crimes are to be reported regardless of whether the victim chooses to file a report with law enforcement or press charges.

If you are listed below in the distribution list, then you are a “campus security authority” as that term has been defined by the United States Department of Education. “Campus security authorities” include *faculty or staff advisors to student organizations*, athletic team coaches, members of the campus police department, and functional positions such as the Director, Associate Vice President and Assistant Directors of Residence Life/Housing, Resident Hall and Graduate Assistant Hall Directors, Resident Assistants, Associate VP for Student Affairs, Advocacy Program Coordinator, Director of Athletics, and the Director of the Kelchner Fitness Center.

Because of the law’s complex reporting requirements, the most reasonable and effective way to manage the reporting is as follows. If you observe or have reported to you any crime listed below, immediately complete an incident report form and, as indicated on the bottom of the form, send a copy to me at 104 Doane Center. This applies to crimes on campus, public property (thoroughfares, streets, sidewalks, and parking areas) immediately adjacent to campus, and locations at which other college activities are taking place. Please ensure that you complete all information on the form based on the information you possess. Please do not investigate the crime or attempt to determine whether a crime in fact took place. Simply make the report. Appropriate university police staff may later contact you or others to gather additional information. A copy of the incident report, which you may duplicate, a campus map, and definitions of crimes are all enclosed for your reference. Additional forms may be obtained from the Mansfield University Police, Doane Center 104, x4900.

Crimes that should be reported are:

Murder, negligent and non-negligent manslaughter
Forcible sex offenses
Non-forcible sex offenses
Aggravated assault
Robbery

Burglary
Arson
Motor vehicle theft
All hate crimes involving bodily injury
All liquor, drug or weapons law violations resulting in arrest.

If you are in doubt as to whether a crime is reportable, please err on the side of reporting the matter. For purposes of your reporting, please assume that a hate crime is any crime manifesting evidence that the victim was selected because of the victim’s actual or perceived race, religion, sexual orientation, gender, ethnicity/national origin, or disability.

Because campus security authorities play an important role in *Clery Act* compliance, I will annually notify all appropriate individuals in writing that they are campus security authorities and explain what is required; provide information and any necessary training so that you, as a campus security authority, can be instructed what to do when a crime is reported to you, with emphasis on providing crime reports on an immediate basis to campus police so that timely warnings can be issued to the community; and provide all campus security authorities with definitions of *Clery Act* crimes and geographic locations, as well as an explanation of the types of arrests and judicial referrals that apply to the *Clery Act*.

Thank you for your assistance in fulfilling these federal requirements. If you have any questions regarding reporting obligations, please contact me at Doane Center 104, x4900.

Sincerely,

Christine Shegan

DEFINITIONS OF CRIMES

Murder and non-negligent manslaughter: the willful, non-negligent, killing of one human being by another

Negligent manslaughter: the killing of another person through gross negligence

Forcible sex offenses: any sexual act directed against another person, forcibly and/or against the person's will where the victim is incapable of giving consent

Non-forcible sex offenses: incest and statutory rape

Robbery: the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear

Aggravated assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary: the unlawful entry of a structure to commit a felony or a theft

Motor vehicle theft: the theft or attempted theft of a motor vehicle

Arson: any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

All hate crimes involving bodily injury: any of the above mentioned offenses, and any other crime involving bodily injury, that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. The categories of bias are race, gender, religion, sexual orientation, ethnicity/national origin, disability.

All liquor, drug or weapons law violations resulting in an arrest

Liquor – the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still(s); furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.

Drug – the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics – manufactured narcotics which can cause true addiction; and dangerous non-narcotic drugs.

Weapons – the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

CRIME INCIDENT REPORT FORM

This form should be completed by those individuals identified as “campus security authorities” who are required to report information they receive about specified crimes (described below) pursuant to the federal *Clery Act*. The information collected from these forms will be used to prepare a compilation of statistical information that will be included in the campus’ Annual Security Report.

It is the policy of Mansfield University to ensure that victims and witnesses to crime are aware of their right to report criminal acts to the police, and to report university regulation violations to the appropriate office (that is, the Campus Judicial Officer). However, if a reporting person requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included on this form that would personally identify the victim without his/her consent.

University police will use this form to determine the category of crime and location under which the crime should be reported according to the requirements of the *Clery Act*. Please forward this completed form to: Director of Police Services, Mansfield University, Doane Center 104, 65 Clinton Street, Mansfield, PA 16933.

Campus Security Authority Completing Report:

Your Name: _____ Phone Number: _____

Report Made By: _____ Victim

_____ Third Party (please identify relationship to victim):

Date and Time Incident Occurred: _____

Description of the Incident/Crime: _____

CRIME INCIDENT REPORT FORM (continued, page 2 of 2)

Location of Incident (identify building name, room number, address, etc.; be as specific as possible): _____

The location where this incident occurred was:

_____ On campus, but not in student housing _____ On campus student housing

_____ Off campus affiliated property (owned, controlled, or affiliated with the campus, that is, Leased property, fraternity, student co-op)

_____ Off campus public property immediately adjacent to campus

_____ Off campus NOT affiliated with or NOT adjacent to campus

_____ Unknown

Sex Offenses

Examples of sex offenses are rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.

Was this crime a sexual offense? _____ Yes _____ No

If yes, were the victim and the assailant known to each other? _____ Yes _____ No

If yes, were either the victim or the assailant under the influence of alcohol or drugs?

Victim: _____ Yes, alcohol _____ Yes, drugs _____ No

Assailant: _____ Yes, alcohol _____ Yes, drugs _____ No

Hate Crimes

Hate crime information is required to be reported for each of the following crimes (criminal homicide, sex offense, robbery, aggravated assault, burglary, motor vehicle theft, and arson) and for any other crime involving bodily injury.

Was this incident motivated by hate or bias? _____ Yes _____ No

If yes, identify the category of prejudice:

_____ Race _____ Ethnicity _____ National Origin

_____ Religion _____ Disability _____ Sexual Orientation

If yes, provide a brief explanation of the determination: _____

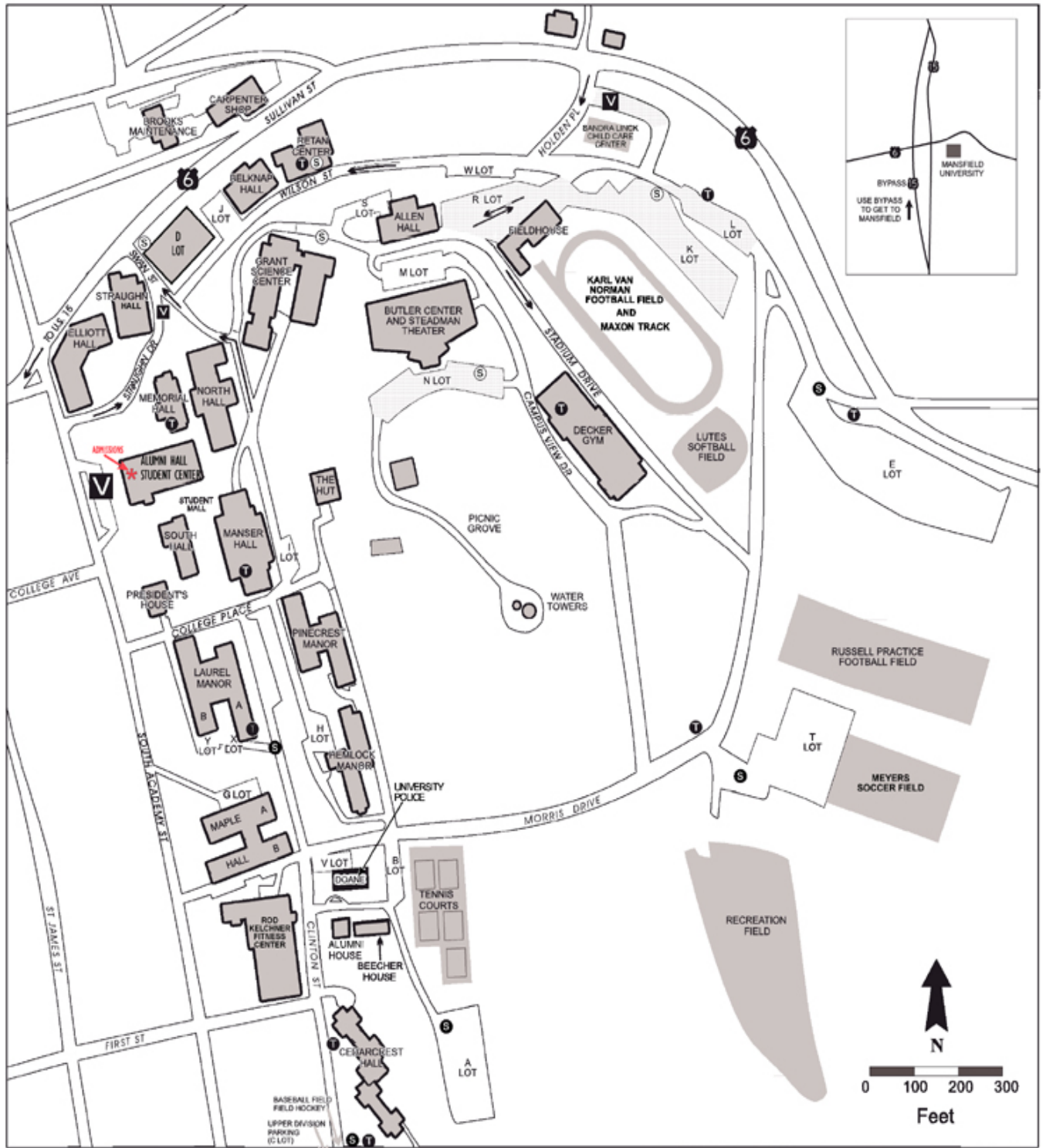
Alcohol, Drug, and Weapons Law Violations

Check all that apply

_____ Alcohol _____ Drugs _____ Weapons

Describe: _____

Number of individuals arrested or referred for campus disciplinary action: _____



Mansfield University Department of Geography and Geology